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| **STUDENT DETAILS** | | | | |
| **Title** |  | | **Date of birth** |  |
| **Family name** |  | | **Given Names** | |
| **Student ID** | | | **Contact Number** | |
| **Email** | |  | **Faculty** | |
|  | |  | **Campus** | |
| **Degree: Doctoral**   **Research Masters** | | | **Department/School** | |
| **Thesis Details** | | | | |
| |  | | --- | | **Thesis title** | |  | | **Maximum 100 word summary of the thesis in lay language Must be typed** | |  | | | | | |
| **SUPERVISOR SUPPORTING STATEMENT**   |  |  | | --- | --- | | **Responsibility for research** | | | Do you certify that the research and writing embodied in the thesis are those of the student, except where due reference is made? | **Yes**   **No** | | Do you certify that all assistance provided during the research phase has been appropriately described and acknowledged? | **Yes**   **No** | | Do you certify that the thesis demonstrates the capacity of the student to carry out independent research? | **Yes**   **No** | | Do you certify that all editorial assistance in the writing of the thesis has been appropriately described and acknowledged? | **Yes**   **No** | | **Presentation of thesis** | | | In your opinion, is the thesis properly presented? | **Yes**   **No** | | In your opinion is the thesis worthy of examination? | **Yes**   **No** | | Are co-authorship declarations required? | **Yes**   **No** | | **Program requirements** | | | Has the student completed all program requirements? This may include coursework/research skills training etc | **Yes**   **No** | | **Word length** | | | Do you certify that the thesis does not exceed the maximum word limit? | **Yes**   **No** | | Was GRC approval required to go beyond the maximum word length? | **Yes**   **No** | | **Ethics clearance** | | | Have all ethics clearances been obtained for this project? | **Yes**   **No** | | **Nomination of examiners** | | | Have you completed and submitted the Nomination of Examiners form? | **Yes**   **No** | | **Supervisor Name**  **Signature** | **Date** | | | | | |
| **Caretaker supervision (This section is only to be completed where applicable)** | | | | |
| |  |  | | --- | --- | | **Has a caretaker supervisor been appointed?** | **Yes – complete this section**  **No – no more action required** | | **‘Caretaker’ supervisor details (name, title/position)** | | | **Caretaker supervisor  signature** | **Date** | | | | | |

**Guidelines**

This document supplements the provisions of completing the statement by supervisor submission form:

1. Summary of thesis
2. Supervisor statement
3. Publication and co-authorship
4. Caretaker supervision
5. **Summary of the thesis**

It is a requirement of the university that a summary be prepared for every successful Research Student. Primarily these statements are used to populate the student’s Australian Higher Education Graduate Statement (AHEGS). Consequently, the language used needs to be simple and direct, so that readers of the AHEGS may appreciate the type and level of research that has been conducted and why it is important. The summary may also be passed to the Marketing and Communications office, generating interest in research findings and leading to publicity.

**The student OR supervisor may prepare the summary. However, it is the supervisor’s responsibility to ensure that an appropriately worded summary is provided.**

The summary must be word-processed then pasted (not stapled) onto the space provided on the form. Alternatively, the form may be downloaded from the internet. Handwritten summaries will **not** be accepted.

* 1. **Format**

The summary either explains the study or sets out the problem, in lay language, followed in each case by a statement of its practical application.

* Commence with either “This thesis” (see example (i) below) or a variation (see example (ii) below).
* Use the present tense and short, crisp sentences to describe the research and its results.
* Add a further sentence outlining the significance or practical value of the work.
* Use only those technical or specialised terms, which can be readily understood by the general public.
* Use upper case with care and clearly indicate which words should be capitalised/ italicised.
* Limit the length of the summary to 100 words.

**Summaries that do not meet these guidelines will either be sent back to the supervisor for amendment or modified by the Graduate Research Steering Committee.** **The following is an example of an original summary which did not meet the guidelines:**

*This thesis examined the pathophysiology of the vascular endothelium in patients with high levels of plasma lipids. It identified a new group of patients with vascular dysfunction and established that an exercise program may be of benefit to such patients.*

It was revised thus:

1. *This thesis examines the detrimental effect of high levels of fats in the blood on blood vessel function. It identifies a new group of patients with blood vessel disorders and establishes that a home-based exercise program may be of benefit to such patients.*

This is an example of an acceptable variation:

1. *Tropical cyclones are an important part of the climate system, but they are not well represented in computer models of climate in general. This thesis develops a realistic and efficient modelling scheme for tropical cyclones tested under a range of conditions.*
2. **Supervisor’s statement\***

In accordance with Research regulations, at the time a student submits a thesis for examination, the supervisor is required to certify to the Graduate Research Committee that:

* to the best of the supervisor’s knowledge the research and writing embodied in the thesis were carried out by the candidate (except where otherwise acknowledged);
* in the supervisor’s opinion, the thesis is properly presented and worthy of examination;
* the thesis does not exceed the required word limit except where prior permission has been sought from the Graduate Research Committee; and
* all ethics clearances, where relevant, have been obtained.

*“Thesis” refers to all material presented for examination; in most cases this will be a standard thesis but there are exceptions, for example where examination requirements are partially met by exhibition or performance components.*

**In the event that a supervisor is unable to certify that a thesis is properly presented and/or worthy of examination, written comments detailing the supervisor’s concern should be attached to the form. The student would be required to countersign the form to indicate awareness of the supervisor’s comments. The student will be given the right to be heard before a decision is reached regarding the dispatch of the thesis to examiners.**

1. **Publication and co-authorship** (see [Thesis](http://www.monash.edu/migr/examiners/publication/) by publication section of MIGR website)

The supervisor and student are reminded of the *Responsibilities of the supervisor* within the *Code of practice for supervision of doctoral and research masters students:* The supervisor should ensure that in relation topublication and co-authorship with students, agreement is reached with the student concerning authorship of publications and acknowledgment of contributions during and after enrolment. There should be open and mutual recognition of the students and supervisor’s contribution on all published work arising from the project. It should not be automatically assumed that the supervisor’s name or student’s name will appear on all such published work [see [Research Outputs and Authorship Policy](http://www.policy.monash.edu/policy-bank/academic/research/research-outputs-and-authorship-policy.html)]

*(*Ref: [*http://www.monash.edu.au/migr/research-degrees/handbook/chapter-five/5-2.html#supervisor*](http://www.monash.edu.au/migr/research-degrees/handbook/chapter-five/5-2.html#supervisor)*)*

(Note: The minimum requirement for authorship should be in accordance with the Vancouver Protocol as set out in the May 1997 Joint NHMRC/AVCC Statement and Guidelines on Research Practice).

1. **“Caretaker” supervision**

The Graduate Research Committee requires that a ‘”caretaker” supervisor be appointed in certain circumstances for example:

* the main/sole supervisor is external to the department/school;
* the current supervisor is intending to take up a new appointment outside Monash University during the course of the examination;
* the current supervisor is going overseas for any length of time or on extended leave during the course of the examination.

The “caretaker” supervisor could be the head of the academic unit, the postgraduate coordinator or another member of the academic unit. “Caretaker” supervision aims to facilitate more rapid and effective communication between the Graduate Research Committee and administrative staff and thereby expedite the examination process.

**The Head of Department/School or Nominee need only sign the Supervisor’s Statement form in the event of such an appointment.**